



OPEN EXAMINATION
PUBLIC HEALTH NUTRITION CONSULTANT II
CONTINUOUS TESTING

This bulletin replaces and supercedes the bulletin released November 5, 2002
DH90 / 2162 1HADD02



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, and to obtain an application package, contact the offices listed below. Application packages may be filed in person or by mail with:

In Person: DEPARTMENT OF HEALTH SERVICES
WIC Supplemental Nutrition Branch
3901 Lennane Drive
Mail to: MS 8600
P.O. Box 997413
Sacramento, CA 95899-7413
(916) 928-8641

CALIFORNIA DEPARTMENT OF AGING
Human Resources Section
1300 National Drive, Suite 200
MS D05
Attn: Ann Erickson
Sacramento, CA 95834
(916) 419-7525

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the entrance requirements for this class and/or for Public Health Nutrition Consultant I and/or Public Health Nutrition Consultant III (Specialist) and/or Public Health Nutrition Consultant III (Supervisor), you may file for all examinations on a single application. Indicate the class title(s) for which you are applying in the appropriate section of the application

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING INFORMATION: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through June 30 and July 1 through December 31, 2005.

SALARY RANGES: \$4194 - \$5243 per month

POSITION DESCRIPTION: A Public Health Nutrition Consultant II, under general supervision in an assigned geographic area or special subject matter area, independently provides complex nutrition and program consultation and technical assistance to public and private agencies on the delivery of nutrition-related services; plans, develops, organizes, monitors, and evaluates nutrition and food service programs and studies; develops, coordinates, and conducts training programs; may serve in a lead capacity to nutrition consultants and other health related multidisciplinary staff; develops and evaluates program standards, policies, and procedures of average difficulty; and researches and writes articles and reports for various audiences.

Positions exist with the California Department of Aging and the Department of Health Services.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

EITHER I

One year of experience performing the duties of a Public Health Nutrition Consultant I, Range B, in California state service.

OR II

Experience: Two years of professional experience in nutrition or dietetics gained after obtaining eligibility for registration with the Commission on Dietetic Registration of the American Dietetic Association in nutrition or dietetics, at least one year of which shall have been as nutrition consultant in a public health agency or as an institutional dietary consultant. (Experience gained in California state service applied toward this pattern must include one year performing duties comparable to the Public Health Nutrition Consultant I, Range B.) **AND**

Education: Possession of a Master's Degree in Nutrition, Dietetics, Institutional Management, Public Health Nutrition, or other nutrition field. **AND**

Possession of a valid certificate of registration with the Commission of Dietetic Registration of the American Dietetic Association. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.)

NOTE: Applications must show the date of the applicant's notice of eligibility for registration from the Commission on Dietetic Registration, the registration number, title, and expiration date must be on their application. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.)

DESIRABLE CHARACTERISTICS: Willingness to travel in an assigned area or throughout the State, work irregular hours, and possess a valid driver's license.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The entire examination will consist entirely of a training and experience evaluation weighted 100%. The Training & Evaluation Questionnaire (T&E) is designed to elicit a range of specific information about each candidate's knowledge, abilities, and potential to perform the duties of a Public Health Nutrition Consultant I. Contact the WIC or the California Department of Aging for the Supplemental Nutrition Program for the T&E package.

The Department of Health Services and California Department of Aging reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open eligible list established for use by the California Department of Aging and the Department of Health Services in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERAN PREFERENCE: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379